



## Trustee Role Description: UK Administration and BFZ Secretary

### Essential Information:

Brighter Futures Zambia is a small charity making a big impact. Our mission is to provide orphaned and vulnerable children in Zambia a happier, healthier and safer present and a more secure and fulfilling future. We do this by working in partnership with carers in Zambia to improve children's access to education, empowering both the child and their carer through counselling, training and support.

We are looking to recruit enthusiastic and committed people who are motivated by the opportunity to make a real difference to the lives of some of the poorest communities in Africa. As a small charity we need strategic thinkers who are also prepared to play a hands-on role in the development of the charity. As a trustee of BFZ you would be expected to support the promotion of BFZ's work, to actively participate in fundraising activities, attend quarterly trustee meetings (usually held by Zoom) and advocate BFZ's work as widely as possible.

For more information on our work, please [visit BFZ's webpages](#).

### Role Purpose:-

Key Responsibilities:

- Organise board/ planning meetings throughout the year allowing sufficient notice to trustees.
- Prepare minutes and actions from board and planning meetings.
- Follow up actions arising from meetings.
- Project manage publication of annual report.
- Manage Charity Commission registration and compliance.
- Manage administrative and legal aspects of trustee recruitment.
- Manage online accounts such as JustGiving, Paypal and Ebay.
- Manage email/ work space/ file sharing.

Other duties:

- To be an active board member, helping to give the organisation strategic direction.

- To contribute at board meetings and help to monitor the implementation of decisions taken at meetings.
- To ensure that BFZ complies at all times with its governing document, charity law, company law and any other relevant legislation or regulations.
- Active involvement in at least one fundraising activity for BFZ each year.

### **Skills & Experience:**

- Commitment to the mission of BFZ.
- Good communication skills.
- Good planning and organisational abilities.
- Commitment to the organisation and willingness/ability to devote the required time and effort.

**We particularly welcome applications from people we would like to see better represented on our charity board- people of colour and people with lived experience and knowledge of Zambia and Southern Africa.**

### **Time commitment:**

- Able to attend quarterly trustee meetings (these usually take place over a weekday evening on Zoom).
- Average time commitment of minimum of 6 hours per month in addition to trustee meetings.

### **Contact:**

For an informal chat about the role please message our Chairperson, Katie Lavender on 07914433534 to arrange a call.

If you would like to express your interest in the role please send a brief email explaining why you are interested in becoming a Trustee at BFZ and how you meet the skills and experience required for the role. Please feel free to attach a CV if you have one.

Email: [brighterfutureszambia@gmail.com](mailto:brighterfutureszambia@gmail.com)